QUICK REFERENCE GUIDE: ACCESSING THE WIC VENDOR PORTAL

Creating a WIC Vendor Portal User Account

1. Locate the email from CDPH/WIC that contains the Access Code for your CA WIC contract(s)
   1.1. This email will be sent to the primary email account on file with CDPH/WIC
   1.2. If you have multiple contracts with CA WIC, you will have multiple access codes
2. Clear your web browser cache, browser data/search history and cookies
3. Go to the Vendor Portal webpage: https://wicvendor.wic.ca.gov/VendorPortal/
4. Select the "Log in" button
5. Select "Sign up" to register a new user account/email
6. Enter the information requested on the Create Account screen and select the "Register" button
7. A verification email will be sent to the email address for the new user account
8. Open the email from "OKTA – Activate Your California WIC Vendor Portal Account"
9. Click the "Activate Account" button in the email
10. The Vendor Portal Login screen will appear after the "Activate Account" button is selected
11. Click the "Login" button
12. An authentication code will be sent to the email address for the new user account
    12.1. Click the "Send me the code" button
13. Open the email from "OKTA – One-time verification code: CA WIC Vendor Portal"
    13.1. Locate the Verification Code included in the email
14. Enter the Verification Code from the email into the "Verification Code" field in the poral website
15. **WAIT** up to 5 business days for your user account to be verified and activated
    15.1. You will receive an email notifying you that your new user account has been activated
    15.2. Once your account has been activated, you may log into the WIC Vendor Portal

Logging in to the WIC Vendor Portal

1. Go to the Vendor Portal webpage: https://wicvendor.wic.ca.gov/VendorPortal/
2. Select the "Log in" button
3. Enter your user name/email and password
4. The Vendor Portal Home Page will appear

For Additional Information, refer to the California WIC Vendor Portal User Guide

To open the complete user guide, go to our website at www.wicworks.ca.gov

1. Left side, find Grocers
2. Click on Vendor Education
3. Select the California WIC Vendor Portal User Guide (PDF)